

# Blackboard (v9.1) for Faculty

## Submitting Final Grades

This document describes, for faculty, how to enter and submit final grades in Blackboard. Final grades are automatically sent to Banner with this process. Before beginning, ensure the Weighted Total or Total column has been set to the External Grade; if not, review the Setting External Grade document found on the [Instructional Innovation & Support OnDemand Training page](#).

Before proceeding, check your Blackboard Grade Center roster against your SOS roster and verify the same students are listed.

### Brief Instructions

After logging into Blackboard:

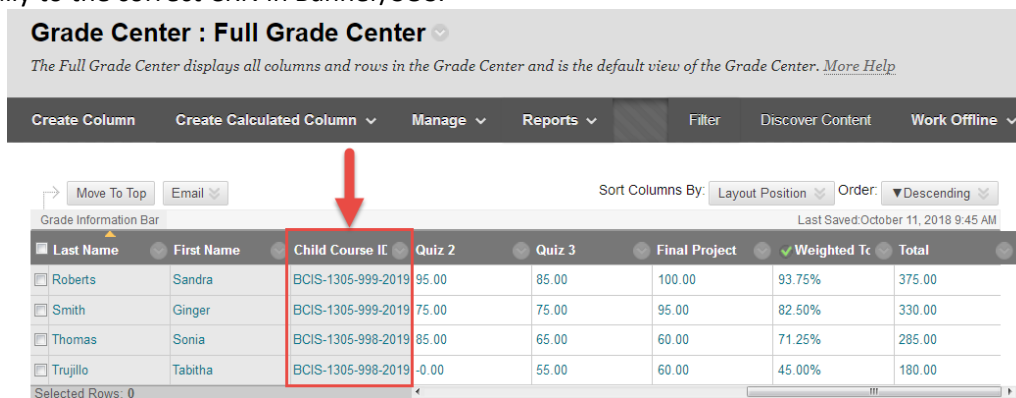
- From the *Control Panel*, open the *Course Tools*, and click on *Grade Submission*.
- Click on the *Final Grade* button.
- Select *Final Grades* from the drop-down menu.
- Make any grade adjustments in the *Final Grade* column.
- If a student receives an FX, insert the last date of attendance: MM/DD/YYYY.
- Click on *Submit Grades*.
- A green *Grades submitted* banner will appear. Ensure no errors are present.
- Check grades in SOS for verification of submission.


Process complete.

### Detailed Instructions

**Note:** The process to submit grades from Blackboard is the same for single course sites, lecture/lab course sites, and merged course sites.

- **Single Course Sites:** This course site is the typical one CRN per Blackboard site.
- **Lecture/Lab Course Sites:** Grades for lecture and lab course sites will still be submitted through each separate Blackboard site. The process for submitting grades will be the same as a single course site.
- **Merged Course Sites:** If utilizing a merged course setup, the *Child Course ID* column appears within your Blackboard Grade Center. Grades will be submitted through the Bb merged course site as a single action. Upon submission of grades within Blackboard, the CRN listed in the *Child Course ID* grade center column will transfer student grades automatically to the correct CRN in Banner/SOS.



**Grade Center : Full Grade Center** 

*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Create Column Create Calculated Column Manage Reports Filter Discover Content Work Offline

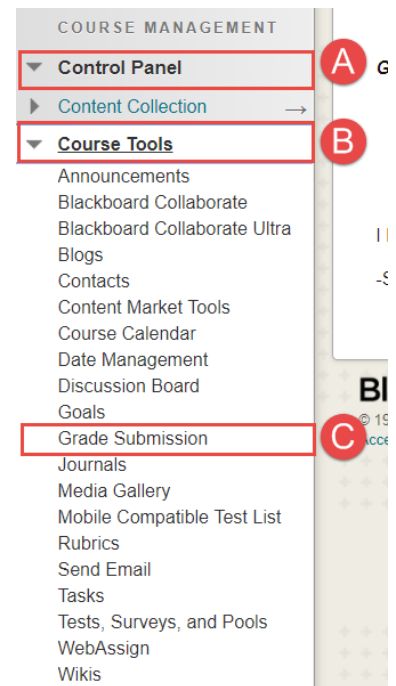
Move To Top Email Sort Columns By: Layout Position Order: Descending

Grade Information Bar Last Saved: October 11, 2018 9:45 AM

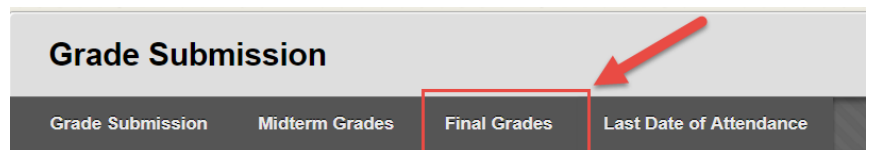
Last Name	First Name	Child Course ID	Quiz 2	Quiz 3	Final Project	Weighted Total	Total
Roberts	Sandra	BCIS-1305-999-2019	95.00	85.00	100.00	93.75%	375.00
Smith	Ginger	BCIS-1305-999-2019	75.00	75.00	95.00	82.50%	330.00
Thomas	Sonia	BCIS-1305-998-2019	85.00	65.00	60.00	71.25%	285.00
Trujillo	Tabitha	BCIS-1305-998-2019	0.00	55.00	60.00	45.00%	180.00

Selected Rows: 0

1. After logging into Blackboard and accessing a course site, navigate to the course *Control Panel* (step A), open the *Course Tools* (step B) area and click on *Grade Submission* (step C).



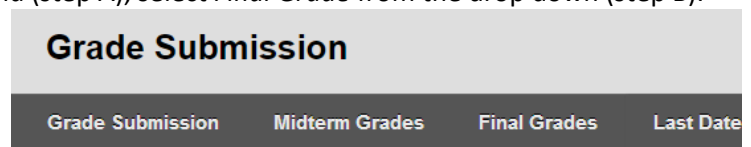
2. Click on the *Final Grades* button. Final grades and last date of attendance for earned FXs will be entered on the Final Grades tab.  
*Note:* At this time there is no college expectation for submitting midterm grades.  
*Note:* Last date of attendance will be entered within the Final Grades tab, not within the Last Date of Attendance tab seen on this image.



[Grade submission assistance](#)

*Go to grade submission assistance page in a new browser window.*

3. In the *Populate final grade from current grade* menu (step A), select *Final Grade* from the drop down (step B).



#### FINAL GRADES

Visible Groups

All Participants ▾

Populate final grade from current grade

--Select the column to populate-- ▾

Click "Clear Grades on form" to start over.

--Select the column to populate--

Final Grade

4. After the Final Grade is selected in step 3, the *Final Grade column* automatically populates based on the external grade. For more information on setting a grade column as an external grade visit the [Instructional Innovation & Support's OnDemand Training page](#).

#### FINAL GRADES

Visible Groups All Participants ▼

Populate final grade from current grade Final Grade ▼

Click "Clear Grades on form" to start over. Clear Grades on form

Once the values are cleared you can repopulate final grade from Current Grade.

First Name	Last Name	Current Grade	Final Grade	Do Not Use	Last Date of Attendance
Ginger	Smith	82.50% (B)	B		
Sandra	Roberts	93.75% (A)	A		
Sonia	Thomas	71.25% (C)	I		
Tabitha	Trujillo	45.00% (F)	FX		

Full Grade Center

Click Submit Grades to save changes.

Cancel

Submit Grades

The letter grade within the Final Grade column can be adjusted at this time. *Ensure there are no other characters entered, such as spaces.* The following are the only grade options; anything outside of these options will not be accepted by the system.

A
B
C
D
F
FX
I

Note: If an FX is entered, the Grade of FX will need to be manually updated by the instructor of record, and a last date of attendance must be entered in the *Last Date of Attendance* column. Format this date as MM/DD/YYYY. Dates must fall within the course's part of term. If a student never attends the class, the start date of the course should be entered.

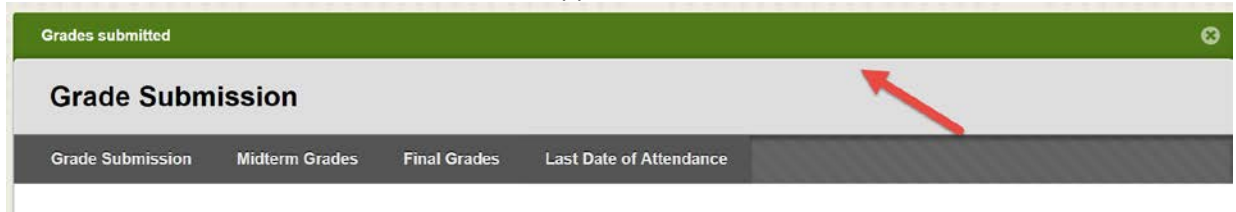
Note: Faculty should leave the Final Grade blank for any students auditing a course. For these students, the final grade will automatically be applied in the Banner system.

First Name	Last Name	Current Grade	Final Grade	Do Not Use	Last Date of Attendance
Ginger	Smith	82.50% (B)	B		
Sandra	Roberts	93.75% (A)	A		
Sonia	Thomas	71.25% (C)	I		
Tabitha	Trujillo	45.00% (F)	FX		01/22/2019

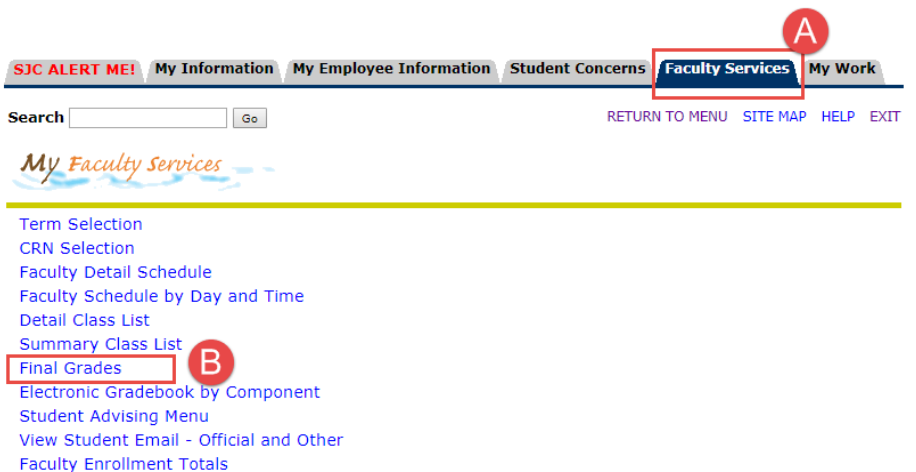
5. Upon completion of verifying final grades, click on the *Submit Grades* button to submit grades to Banner.



6. A green *Grades submitted* banner will appear at the top of the Blackboard screen. If there is an error in submitting your final grades, you will observe a red banner instead of a green banner. If you receive an error, review the error message for an understanding of the issue. See the FAQs for common errors and solutions. If you cannot resolve the error, contact the Blackboard Support team.



7. After submission of grades from Blackboard to Banner/SOS, Faculty should log into SOS to verify grades were properly transferred and save a copy for your records.
8. To verify grades, log into SOS, click on the *Faculty Services* tab (step A), then click on *Final Grades* (step B).



9. In the *Grade* and *Last Attend Date* fields, verify the student's final grade and last date of attendance for an FX appears.

*Note:* If grades are submitted from a Blackboard merged course site, check all course CRNs in SOS to verify grade submission. Grades should be verified in SOS for both lecture and lab sections.

### Merged Course CRN 1:

#### Course Information

Business Computer Apps - BCIS 1305 999

CRN: 20063

Students Registered: 2

## Mode = READ ONLY

Any grades submitted will not be saved. The Final Grade Worksheet was set to READ ONLY.

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:56 pm on Oct 18, 2018 for this page.

#### Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Roberts, Sandra	G00939918	3.000	**Registered** Oct 09, 2018	A ▼	N			2
2	Smith, Ginger	G00930270	3.000	**Registered** Oct 09, 2018	B ▼	N			1

### Merged Course CRN 2:

#### Course Information

Business Computer Apps - BCIS 1305 998

CRN: 20064

Students Registered: 2

## Mode = READ ONLY

Any grades submitted will not be saved. The Final Grade Worksheet was set to READ ONLY.

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:59 pm on Oct 18, 2018 for this page.

#### Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Thomas, Sonia	G00945708	3.000	**Registered** Oct 09, 2018	C ▼	N			2
2	Trujillo, Tabitha	G00945657	3.000	**Registered** Oct 09, 2018	FX ▼	N	01/22/2019		1

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## Frequently Asked Questions about Entering and Submitting Final Grades

### What does the new grade submission process mean for faculty?

- Faculty will continue to keep track of grades in the Blackboard Grade Center.
- Faculty will continue to submit grades from Blackboard to Banner.
- Blackboard grade center configuration process will be modified.
- Grade submission process from Blackboard will be improved.
- Grades will appear in SOS almost simultaneously to the time submitted; i.e., no more 30 minute wait.

### Why do I have to do this in Blackboard?

Students will be able to immediately view final grades in Blackboard course sites and not have to wait for Banner.

### What will happen to the final grade process if I enroll users into Blackboard?

Enrolling users will lock down the submission process. Contact Blackboard Support to add users and avoid Grade Center issues.

### Who can submit grades?

Only the faculty designated as the primary instructor in Banner can submit grades.

### I've entered the final grade for a student, but I cannot submit their grade. Why?

Check that no other characters, including spaces, have been entered with their final grade. *See Step #4.* If you receive a red banner with an error message, this may indicate what action is needed to resolve the error.

### Why isn't my last date of attendance (FX grades) being accepted by Banner?

Ensure the entered date falls within the semester term and have been entered as MM/DD/YYYY. If a student never attends the class, the start date of the course should be entered.

### Once submitted, can I modify grades?

Yes, changes can be resubmitted in Blackboard until the Banner grade deadline.

### How can I check that student grades were successfully submitted to Banner?

Faculty should check submission of final grades through SOS. *See Step #7.*

### I received an error when submitting grades. What do I do?

Error Message	What Do I do?
Error communicating with grade service. Confirm primary instructor is submitting grades.	Only the faculty designated as the primary instructor in Banner can submit grades. Verify with your department chair that you are the primary instructor for the course.
Student's Name: Last attendance date cannot be greater than the current date. Student's Name: A last attend date is required for this grade.	If a student receives an FX, ensure the last date of attendance is entered and the date entered is prior to the grade submission date. Correct the date(s) and resubmit grades.
An error message will appear if you try to submit grades outside of your part of term grading window.	Grades can only be submitted during a course's part of term grading window. Verify the grading window and submit grades when appropriate.

## How do I get training?

Review the following resources for training:

- To schedule a face-to-face appointment, visit the [Instructional Innovation & Support webpage](#) to contact an instructional designer at your campus.
- Within your course site, review the *Grade Submission Help* link in the course menu.
- For on-demand training, review the Grade Center section of the [Instructional Innovation & Support's OnDemand Training](#) page.